



## **How to Procure Printing**

The instructional information targets the Marketing and Regulatory Program (MRP) Agencies of USDA: Animal and Plant Health Inspection Service (APHIS), Agricultural Marketing Service (AMS), and the Grain Inspection, Packers and Stockyards Administration (GIPSA).

### **Introduction**

As an employee of the United States Department of Agriculture (USDA), you may be called upon by your supervisor or team leader to procure "RUSH" printing. The assignment might include procuring black and white or color printed material such as publications, posters, and folders, etc.

Procuring emergency printing is not a difficult task if you know whom to contact, where to go, and what paperwork and materials are required to complete your "ready-to-print" materials. If you have never procured printing through USDA, you need to know how to begin.

### **How to begin**

#### **What information do I need before I request printing and whom do I contact?**

If you are responsible for preparing the publication from the onset, think about your audience. Is your product intended for the public, in house or administrative use?

If your audience is the public, there is a written policy in place by the department to contact your Public Affairs Office for agency and department editorial clearances. After you identify your program and topic, a designated person will help guide you through agency and department editorial clearances and the design process if the material requires design work, before printing is procured.

*Note: All agency publications intended for the public must go through editorial clearance with your respective agency public affairs office. The public affairs office is responsible for review, editing, and any policies related to the print material. Your public affairs office is also responsible for obtaining clearance of manuscripts and photographic or graphic images through the USDA Office of Communications (OC).*

Listed below are the offices you contact to clear your public documents.

**APHIS:** Legislative and Public Affairs (LPA), Office of the Administrator, Public Affairs Staff, Riverdale, MD (301) 734-7799

**AMS:** Public Affairs, Office of the Administrator, Washington, DC  
(202) 720-8998

**GIPSA:** Public and Congressional Relations Staff, Washington, DC  
(202) 720-3553

If your publication is administrative, for in-house use, you usually do not need to clear the manuscript and images with your LPA office. If you are certain your print product is



administrative, you do not have to seek clearance through LPA office. Deliver your print request directly to the agency printing specialist.

**Who are your agency printing specialists?**

Agency printing specialists are APHIS employees of the Printing, Distribution, and Mail Branch (PDMB) who is managed by Branch Chief Ray Nosbaum. His telephone number is (301) 734-4474, email: [raymond.nosbaum@aphis.usda.gov](mailto:raymond.nosbaum@aphis.usda.gov).

PDMB has an office located in Riverdale MD and downtown Washington, DC.

Please contact the following persons on the Printing, Distribution, and Mail Branch (PDMB) for information related to printing.

**For APHIS clients in Riverdale, MD, and the field (administrative printing):**

Tanya Bowling, phone (301) 734-5908, or email: [tanya.bowling@aphis.usda.gov](mailto:tanya.bowling@aphis.usda.gov)

**For APHIS, AMS, and GIPSA clients in Washington, DC (public or administrative printing) and for AMS AND GIPSA clients in the field (administrative or public):** Call Anita McGrady (202) 720-4363, email: [anita.mcgrady@aphis.usda.gov](mailto:anita.mcgrady@aphis.usda.gov)

Please contact the **Print Team Leader** Joan Van Chantfort by phone (301) 734-8227, or email: [joan.a.vanchantfort@aphis.usda.gov](mailto:joan.a.vanchantfort@aphis.usda.gov), if you are unable to reach Ms. Bowling or Ms. McGrady.

**What items should I have in-hand before I visit or call my Agency printing specialists?**

First, your graphic designer or agency program liaison will provide you with the necessary print related materials plus any graphic related forms.

For example, he or she will provide the client, with: (1) hard copy or disk of the layout of your final text, cropped photos, drawings, charts, and maps that make up your publication. Disks are the preferred and most often used method. If you have a disk, most images are scanned documents and do not require the original images. (2) include a sample laser output from disk of your publication, and (3) if applicable, GPO form 952, "Desktop Publishing - Disk Information. (See attached blank form sample)

The client is responsible for including the original, double spaced manuscript and images cleared by the editor at USDA'S Office of Communications. Your agency printing specialist will attach the clearance paperwork to the print package to show the text was reviewed by the Department.

**Now the print package is complete. What type of print request form do I fill out before calling or visiting the agency printing specialist?**

The following forms are used to request printing for USDA, APHIS, AMS, and GIPSA.

- (1) **APHIS Form 188 Printing Request** – Is used to document the description and specifications for the requested printed material through APHIS Printing, Distribution and Mail Branch (PDMB). This form is available on the APHIS



website. You can locate the form by entering the website address:  
<http://www.aphis.usda.gov/library/forms>. Scroll down to the "APHIS Forms Catalog" select APHIS 188 and print out the form. (See attached blank form sample)

(2) **AMS Form 188 Printing Request** –Is used to document the description and specifications for the requested printed material through APHIS PDMB. This form is not available at the AMS website. AMS clients can obtain a copy of the AMS 188 form through AMS Forms Manager Rick Breed. Rick Breed can be reached by telephone at (202) 720-3428 or email to: [rick.breed@usda.gov](mailto:rick.breed@usda.gov) (See attached blank form sample)

(3) **GIPSA** does not have a form 188 Printing Request. You may use a blank copy of the APHIS or AMS form; both are identical in content and can be used to fill out your information.

*NOTE: If you need help with any part of the Form 188, please contact your agency printing specialist.*

### **What options are available to field employees that are not located in the Washington, DC metropolitan area?**

First, contact your agency printing specialist (*see the heading entitled –Who are your agency printing specialists?*) She will help you determine whether or not your print project should be forwarded to her in Washington, DC or Riverdale, MD, or to your local GPO office.

If it is decided between you that your printing project should remain in the field, you can legally request printing services through one of GPO's regional printing procurement offices. (See attachment for Regional offices)

You will be required to complete an SF-1 Printing and Binding Request that is available on line at <http://www.access.gpo.gov/procurement/ditsg/forms.html>  
Forward the completed form and printed material directly to the nearest GPO Regional office.

Important reminder! If your document is intended for the public, do **not** contact the regional GPO office until you receive clearance from the agency Legislative or Public Affairs Office. All public documents must be reviewed for policy, regulations, etc. through the agency and department level staff before it can be forwarded for printing.

To locate a list of GPO regional procurement offices, go to <http://www.gpo.gov/procurement/pp002.html>, or go directly to the GPO home web page, press Other GPO Services -- located on the left-hand side of page, press Regional Printing Procurement Offices (Field) a list of locations will appear. Scroll down until you locate the nearest GPO regional office to do business with.